

Section 1: FY2014 Coherent Sequence

Resources to Assist in Updating the FY2014 Coherent Sequence

- ***Updating and Managing the 2014 Coherent Sequence handout***
 - Includes step by step instructions for updating the sequence
 - Screen shots show how to view, modify, delete or add a course and how to report courses taught off campus or combined courses (.99 courses).
 - District 2013 40th and 100th day course enrollment has been downloaded into the 2014 coherent sequence.
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 - Use the 2013-2014 CTE Program Codes and Titles as a guide for course CIP codes found at <http://www.azed.gov/career-technical-education/cte-administrators-online-handbook/>
 - Local course titles have been downloaded into sequence where applicable.
- ***FY2014 CTE Program List***
 - The list has changed and there are no longer options (all are programs).
 - The list also includes the new program and course names within Communications Media.
 - List includes nontraditional designation and number of Carnegie units required.

What's New for FY 2014 Coherent Sequence?

- All programs have an 8-digit CIP code and will appear that way on the sequence.
- There are no options—all are programs.
- Review the sequence carefully to look for any missing courses and/or duplications to delete.
- All Communications Media courses/programs must be added to the sequence.
- When adding a new program/course, select the program first which are listed alphabetically.
- Then select the course. Only the approved courses for that program sequence will appear in the drop down box.

Section 2: Federal Perkins Grant-Programmatic

Resources to Assist in Developing the FY2014 Federal Perkins Grant

- ***Federal Perkins Application Guidelines***
 - Includes what's new for FY2014
 - Tips on developing the objectives and completing the monitoring assurances
- ***FY 2014 On-Line CTE Secondary Federal Perkins Grant Application Process***
 - Includes step by step instructions and screen shots on how to access, create and edit the basic grant application.
- ***FY 2014 Federal Perkins Grant Application*** includes the following pages:
 - CTE Basic Grant instructions and information (pages 1-5)
 - Program, Fiscal and Accountability Assurances (pages 6-9)
 - Monitoring Program Assurances
 - Annual Program Evaluation (pages 10-11)
 - Equal Access/Special Education (page 12)
 - Equal Access/Females (page 13)
 - Equal Access/Males (page 14)
 - Level of Student Success (page 15)
 - Level of Concentrator Rate (page 16)
 - Monitoring Fiscal Assurances (pages 17-22)
 - Perkins Requirements (pages 23-24)
 - Substantial Approval, Career Exploration and Coherent Sequence (pages 25-27)
 - Objectives 1-8 addressing each of the 8 Performance Measures-PM (pages 28-45)
 - Objective 9 addressing Program of Study-POS (pages 46-47)
 - Objective 10 addressing CTSO (pages 48-49)
 - Objective 11 addressing Workplace Employability Skills (pages 50-51)
 - LEA contact and financial data (pages 52-57)
- ***FY14 Federal Perkins Grant Sample Objective***
 - Use sample objective as a guide in developing detailed objectives.
- ***Arizona New Workplace Employability Skills***

Section 3: Federal Perkins Grant-Fiscal

Resources to Assist in Developing the FY2014 Federal Perkins Budget

- ***Supplement vs. Supplant***
- ***Federal Perkins Grant Budget Guidelines***
 - Provides a snapshot reference to allowable Perkins expenditures
- ***Chart of Accounts and Expense Classifications (USFR) Revised 2/10/2011.***
 - Use to determine function codes and object codes for budget pages.
- ***FY14 Federal Perkins SAMPLE- Budget***
 - Use sample budget page details on program and site coding requirements.
- ***Federal Perkins Grant Sample Detailed Expenditures***
- ***CTE Equipment Guidelines (revised)***

General Overview:

- After developing objectives to address program improvement needs, support the objectives with the necessary resources.
- **Every expenditure item must be supported by one or more objective**, but not all objectives may need to have an expenditure tied to it. (“None of the Above” can be used in box 8 on each objective page)

Reminder: Federal Perkins Grant funds are supplemental.

Section 4: State Priority Grants

Resources to Assist in Developing the FY2014 State Priority Grant Budget

- ***FY14 State Priority Grant Sample Budget***
 - Use sample budget pages for program and site coding requirements.
- ***Grant Coding for CTSO Funding***
- Refer to ***Chart of Accounts and Expense Classifications (USFR)*** (in Section 3)
- Refer to ***CTE Equipment Guidelines*** (in Section 3)

What's New for FY2014?

- State Priority grant application must be submitted by June 15, 2013 using 60% of the FY2013 allocation (If your district has 2 or less CTE programs, grant should be submitted after preliminary funding is received).
- Budget pages must provide details in both line item descriptions and capital outlay. Should include CTE program and site if multi-site district.
- Starting August 16, the district will amend the application based on the FY14 final state funding allocation.
- All FY2014 State Priority grants must have final approval by October 1 to receive funding for FY2014.

State Priority Grant Coding for CTSO Funding

State priority grants have much more leeway in CTSO expenditures. The following are examples of allowable expenditures:

- Student Transportation- 2000-6500
- Student Food and Hotel Costs 1000-6800
- Teacher Stipend for Chaperoning 1000-6100
- Student registrations 1000-6800
- Program affiliation fees up to minimum 1000-6800
- CTSO Advisor Stipend 1000-6100
- Supplies and equipment for CTSO instructional and competitive purposes 1000-6600 or 1000-6700

Section 5: The Road to Final Approval

Resources to Assist in Grant Approval

- **Federal Perkins Grant Road to Success**
 - Use as a reference which summarizes recurring errors in the Federal Perkins grant applications.
- **FY2014 Assigned Grants Program Specialist List**
- **CTE Grants and Reports Timeline for FY2014**
 - Review the timeline and understand the deadlines

Federal Perkins Grant Process

- Deadline for submission of Federal Perkins Grant Application **in its entirety is June 15, 2013**. Since the date falls on Saturday, the system will remain open until close of business on June 17.
- Grant applications received after this date will **NOT** be processed until a district administrator is contacted.
- FY2014 Coherent Sequence must be updated by June 15, 2013 and notify Kendra.mccaffrey@azed.gov when completed.
- Your Grants Program Specialist will review your grant and provide notification by July 1, 2013 indicating at least substantial approval for the FY2014 Federal Perkins Grant.
- The following must be completed to receive substantial approval:
 - Submitted with the correct allocation (to the penny)
 - Admin does not exceed the 5% cap
 - Grant submitted in its entirety including objectives and budget
 - Coherent sequence updated for all sites
- Districts obtaining Substantial Approval may begin obligating Perkins funds as of July 1, 2013 or thereafter based on date of Substantial Approval.
- If your district does not meet the requirements to be substantially approved by July 1, you may not obligate any funds until substantial approval status has been obtained. **Funds may not actually be expended until final approval is attained.**
- The review process will continue until the grant attains final approval.
- All Federal Perkins Grants must have final approval by October 1, 2013 to receive funding for FY2014.
- **Please submit your application as soon as possible in order to insure prompt approval of your application. Utilize the afternoon computer workshop to expedite the process.**



State Priority Grant Process on Back

State Priority Grant Process

- Deadline for submission of State Priority Grant Application **utilizing 60% of FY 2013 total allocation is June 15, 2013**. Since the date falls on Saturday, the system will remain open until close of business on June 17.
- Grant applications received after this date will **NOT** be processed until a district administrator is contacted.
- Your Grants Program Specialist will review your grant and provide notification on the status either approving or rejecting the application for revisions.
- Beginning August 16, the district may amend the approved application based on the FY2014 final state funding allocation.
- All State Priority Grants must have final approval by October 1, 2013 to receive funding for FY2014.
- **Please submit your application as soon as possible in order to insure prompt approval of your application. Utilize the afternoon computer workshop to expedite the process.**

NOTE: Any district with two or fewer CTE programs will need to wait to submit the application until the preliminary funding report is received.